



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
WASHINGTON, D.C. 20361

IN REPLY REFER TO
NAVAIRINST 5510.9A
AIR-9602
25 Apr 1978

NAVAIR INSTRUCTION 5510.9A

From: Commander, Naval Air Systems Command
To: Deputy Commander, Assistant Commanders, Comptroller,
Command Special Assistants, Designated Project
Managers, Project Coordinators and Office and
Division Directors; NAVAIR HQ Personnel cleared for
handling PACT material

Subj: Security policy and procedures for NATO, SEATO, and
CENTO material

Ref: (a) OPNAVINST C5510.101C, Department of the Navy
Security Manual for NATO, SEATO, and CENTO
Classified Information (U) (NOTAL)
(b) NAVMATINST 5510.4C, Security procedures for
NATO/SEATO/CENTO material (NOTAL)

1. Purpose. To promulgate supplemental instructions to
references (a) and (b) for the control and handling of
NATO, SEATO and CENTO material, herein referred to collec-
tively as "Pact material."

2. Cancellation. NAVAIR Instruction 5510.9 of 31 October
1974 is superseded.

3. Background

a. The United States participates in three Interna-
tional Pact Organizations: the North Atlantic Treaty
Organization (NATO), the Southeast Asia Treaty Organization
(SEATO), and the Central Treaty Organization (CENTO), for-
merly called the Baghdad Pact Organization. Each organiza-
tion has established separate security systems to be used
for safeguarding classified information by their respective
civil and military organizations and member countries. In
the member countries, NATO, SEATO, and CENTO classified
information is normally handled and safeguarded according
to that country's national security system modified, if
necessary, to meet minimum standards prescribed by the
International Pact Organization.

b. The Department of the Navy Information Security
Program Regulation (OPNAVINST 5510.1E) provides the regula-
tions and guidance for safeguarding classified information
in the Department of the Navy. All regulations contained

25 Apr 1978

therein are applicable to the protection of Pact classified information except as modified by references (a) and (b) and this instruction. Certain additional or specific markings, routing channels, and transmission procedures required for Pact material are set forth in this instruction and references (a) and (b).

4. Security Gradings and Markings for International Pact Information

a. Security gradings. Each of the International Pact Organizations has four security gradings: TOP SECRET, SECRET, CONFIDENTIAL, and RESTRICTED.

b. Markings

(1) The NATO, SEATO, or CENTO marking when applied to a classified document signifies

R) (a) that the document is the property of that organization and as long as it requires a classification may not be given to any non-Pact nation or other international organizations without the consent of the originator, and

(b) that the document is subject to special security procedures.

(2) The NATO, SEATO, or CENTO marking will be applied to all classified documents prepared for circulation within that Pact, except for Top Secret material belonging to NATO, which will be marked COSMIC. Pact documents classified RESTRICTED shall not be marked with any additional classification marking, but will be stamped "To be safeguarded in accordance with USSANINST 1-69/USSACINST 1-68/USSASINST 1-67, as appropriate, and OPNAVINST C5510.101C." Documents containing Pact Restricted information, as they are withdrawn for use, shall be re-marked as specified above and the previously prescribed U. S. markings shall be obliterated.

5. Responsibility

R) a. The Naval Material Command (MAT-09B2) has the responsibility for administering a Pact material sub-registry to serve activities within the Naval Material Command, and for establishing control points within those activities served to assist in the control of Pact documents below the sub-registry level.

b. The Support Services Division (AIR-9702) has been designated the control point for Pact material up to and including the Secret level, and acts as liaison between the Naval Air Systems Command Headquarters (NAVAIR HQ) and the Naval Material Command Sub-registry. AIR-9702 is responsible for the accountability, distribution, control, and the disposition of Pact material (includes Secret, Confidential, Restricted and Unclassified) handled within NAVAIR HQ; in accordance with this instruction and references (a) and (b).

(R)

c. The NAVAIR HQ Security Division (AIR-9602) is responsible for

(1) granting access authorizations for Pact classified material to NAVAIR HQ personnel,

(2) briefing personnel on the procedures for handling Pact material and debriefing departing personnel,

(3) maintaining records of briefing and debriefing certificates and providing the AIR-9702 control officer with a list of personnel approved for access,

(4) interpreting the security provisions of references (a) and (b) and promulgating security guidance as appropriate, and

(5) controlling and distributing Pact Top Secret documents transmitted to the NAVAIR HQ Top Secret Control Point (AIR-9602).

(R)

6. Clearance. Prior to being authorized access to classified Pact information, personnel must meet the "need to know" requirement and be cleared for access to U. S. classified information of the appropriate level. A U. S. Confidential clearance is required for access to Pact information classified RESTRICTED. All clearances must be final, interim clearances are not acceptable. Persons must be aware of the special procedures governing the security of classified Pact information and the consequences for negligence thereof.

7. Access to Pact Classified Information

a. Access to Pact classified information is limited to individuals whose duties require it. Specific individual

NAVAIRINST 5510.9A
25 Apr 1978

authorization is required for access to such information. Authorizations are canceled when the need no longer exists or upon detachment from NAVAIR HQ.

b. Prior to authorization for access, the need for access must be established, the individual briefed and required forms executed. Requests for access should be forwarded to AIR-9602 by heads of offices and directors of divisions.

c. A current list of persons authorized access to Pact classified material will be maintained by the AIR-9702 control officer and AIR-9602.

8. NAVAIR HQ Pact Couriers. NAVAIR HQ offices and divisions regularly working with Pact material shall designate two individuals as Pact couriers (specify the Pact organization) to handle Pact material up to and including the Secret level. AIR-9702 shall be notified by memorandum of appointments; such memorandum shall list names, rank or grade, code, and telephone extension. Classified Pact material will be hand-carried only. NATO Secret documents will be issued on a 60 day loan basis. A continuous receipt system will be used. The NAVAIR HQ Pact Material Control Point shall apply a control number to all classified documents, including the Restricted level, and shall notify office or division Pact couriers by telephone when classified material has been designated for them. Couriers are held responsible for all documents signed for and shall ensure that persons receiving classified Pact documents hold the appropriate Access Authorization and sign the disclosure sheet. When action is completed, Pact material shall be returned by hand to the NAVAIR HQ Pact Material Control Point for filing or appropriate disposition.
- A)
A)

9. Stowage and Protection

a. Pact classified material shall be given the same security protection afforded to U. S. defense information of like classification. Pact Restricted information will be safeguarded and stored as U. S. Confidential but will not be marked as Confidential.

b. Pact documents will not be intermingled with U. S. material or with documents belonging to another Pact organization. They will be kept in separate file folders, properly marked, but may be stored in the same security container. Only persons cleared for access to the specific Pact material shall have access to the container.

Containers used to store Pact material must have the combination changed at least every six months. The exterior of security containers will not be marked with the Pact legend.

c. No special precautions are prescribed for Pact unclassified material. The control officer will maintain records to indicate the initial distribution routing for such material. The recipient office accepts custody and controls routing thereafter. Pact unclassified material shall be returned to AIR-9702 for disposition when retention is no longer required.

10. Reproduction and Disposition

a. Top Secret Pact documents shall not be reproduced. Reproduction of all other classified documents, if permitted, will be accomplished by the NAVAIR HQ control officer. Microfilms shall not be made.

b. Pact information no longer required by NAVAIR HQ shall be returned to the NAVAIR HQ Pact Material Control Point. The Control Point is authorized to destroy certain documents Secret and below, but must submit a destruction report of Secret documents along with the annual inventory to the NAVMAT Sub-Registry. Top Secret documents shall not be destroyed but shall be returned to the NAVMAT Sub-Registry. Pact documents shall not be retired to a U. S. depository.

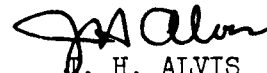
11. Release of U. S. Information to NATO, CENTO, SEATO. Classified U. S. material proposed for release to a Pact organization will retain its U. S. security classification until introduced into the security system of the particular Pact organization by the Chief of Naval Operations. NAVAIR HQ documents proposed for release shall be submitted to AIR-9702 and to AIR-9602 if classified, for security review prior to forwarding to Chief of Naval Operations for introduction into the appropriate Pact organization.

12. Security Violations. Any breach of security or suspected compromise of Pact information shall be immediately reported to the Security Division (AIR-9602).

13. Security Warning. Personnel having access to classified Pact material are cautioned that the provisions of the Espionage Act, Title 18, U. S. Code, Sections 793 and 794, governing the unauthorized removal, duplication, transmission, or dissemination of U. S. Classified material are equally binding for Pact documents.

NAVAIRINST 5510.9A
25 Apr 1978

14. Action. Addressees shall comply with the policies and procedures set forth herein for handling, transmission, stowage, and protection of and access to Pact material.


J. H. ALVIS
Vice Commander

Copy to:
C4J (Morgantown (1 copy))
FKA1A (AIR-952 A/L (1 copy), AIR-9701 (10 copies), AIR-9701A
(40 copies))
A4A (MAT-09B2)

Stocked: NAVAIR HQ (AIR-9701A)